

## How to...? Four questions to make you search effectively

### How I can make more specific my search?

Easily! Use the Advanced Search options in each system and then combine your search terms with the Boolean Operators, the drop-down options right next to the search box. With these operators you can expand or narrow your search accordingly. See the following examples:

"cats" **AND** "dogs" will bring you results that mention both animals. This option expands your results.

"cats" **OR** "dogs" will bring you results that refer to either animal. This option specifies your results.

"cats" **NOT** "dogs" will return you documents that are only relevant to cats. This option narrows your results.

### Still this is not enough. How can I make my query more specific?

Filter in advance the results of your query by applying some limits. For instance, in Web OPAC these can be temporal aspects, e.g. a specific period, language, e.g. results only in Greek, type of material, e.g. only electronic resources, etc.

### Why should I use My Account? What does it offer?

Use My Account in order to be able to store your search results or mail them to other colleagues. Furthermore, through Web OPAC you can request an already loaned book or ask for renewal.

### How can I have access to the electronic resources?

You can have access by providing your institutional credentials (your surname as username and your card ID as a password) to the system when asked.

## Our tools in a glance

The Learning Resources Center/Library of Neapolis University Pafos provides a range of discovery tools that enables you to search effectively all the available resources regardless of how ill-defined is your research need. You can take advantage of the tools' functionalities and explore horizontally the content we have or deep vertically down to the exact resources you need to search.

*Take advantage of the "Google-like" search box with an easy-to-navigate record detail of our federated search engine Encore.*

*Tailor-make your own range of searchable resources and retrieve highly relevant results with Research Pro.*

*Explore the content of NUP LRC/Library through our web-based catalog, our WebOpac.*

With these systems, you can manage your results, re-use and integrate the information you have gathered in your work.

Still not confident in using our discovery tools? Ask your Librarian for assistance or attend one of the seminars of our Library.

## Contact details

Neapolis University Pafos  
Learning Resources Center / Library  
Danais Avenue 2,  
8042,  
Pafos,  
Cyprus  
Tel: +357 26843313  
E-mail: lib@nup.ac.cy

All discovery tools of NUP LRC/Library are powered by Millennium of Innovative Interfaces.

Innovative  
Interfaces

Neapolis University Pafos  
Learning Resources Center / Library

information  
discovery  
a short guide to the NUP  
Library search tools



## Encore

Encore is an integrated discovery application that responds to searches with current scholarly and popular articles, local books, e-books, specialized digital collections, institutional repositories, and more. Users can access articles and books from a single search box with just one mouse click through a comprehensive set of library resources.

### Functionality

Users can access the Library's catalog and database results through one single search box. Users simultaneously discover online article results, as well as NUP catalog results from a complete one-search experience.

### When do we use Encore

Use Encore to search simultaneously all local holdings and electronic material through a single search box. Just like you do in Google, only this refers to scientific information.

### Features

You can:

- discover items at any level, either at the level of articles (e.g. a journal article), or at the level of title (documents in the Library's catalog)
- discover all of the article resources the library offers, without being limited to a given discovery vendor's resources
- apply multiple limits upon one search of the same type, e.g. book or e-book, and within specific range of publication dates (latest publication, place, etc.)
- specify your results with several facets, such as only full-text documents or peer-reviewed articles
- link directly to all available full-text resources
- preview within the catalog results with article abstracts.

## Web OPAC

The Web Opac is an Online Public Access Catalog which offers users the ability to search the library catalog via workstations or through the Internet and principally to locate books and other material physically located at a library. The Web OPAC is accessible to all users and the community via Internet.

### Functionality

The Web OPAC provides you access to the catalogue of NUP, which records all the information that NUP Library offers at the level of title. It is particularly features options of Advanced Word Search application that is able to index and search the library's databases.

### When do we use the Web OPAC

Use the Web OPAC to search the Library catalogue and e-resources (e-journal titles, e-books, etc.). Use it also to electronically manage personal data and to have access to personal information regarding circulation history, reservations, etc.

### Features

You can:

- locate books in the Library catalog
- perform more complex searches with the Advanced Keyword Search syntax, which offers you more search options
- search our list of electronic resource databases by subject or by vendor name through the "Find E-Resources" option
- save your searches - for example a favorite author or subject for which often a search is performed when using the catalogue
- export lists with notes to personal mail accounts
- manage your personal Library account, create personal lists, view circulation history, renew and reserve books, etc.

## Research Pro

Research Pro performs searches simultaneously across multiple databases, websites, and catalogs selected by the library to find full-text articles, abstracts, images, books, and other resources. Research Pro includes any virtually searchable web-based resource that the library identifies as full-text database, digital collection, community information database and local area catalogs.

### Functionality

ResearchPro passes your search queries to your own target resources. You specify the resources you want to search and then your query goes only to those one, returning highly relevant results.

### When do we use Research Pro

Use Research Pro when you want to send the same query to numerous selected resources. Research Pro's real-time searches deliver dynamic status information and display results to users as soon as they are retrieved.

### Features

You can:

- perform a simple search across the default resources the Library has selected or select your own group of resources or individual resources to search
- view displayed results on a separate tab for each resource (e.g. sorted by relevance or date). You simply click on the database name and the system filters the results
- perform an Advanced Search that combines up to 3 search terms from different indexes using Boolean operators (AND, OR, or NOT) for more complex searches
- combine search terms by selecting the AND, OR, or NOT using the buttons to the right of the search term boxes and change the way search terms are nested using the "Construct Search As" options below the search term boxes.